



State of Arizona  
Department of Education

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To: District Superintendents, Charter Administrators, Tutoring Providers

From: Nancy Konitzer, Deputy Associate Superintendent  
Stephanie Washington, State Tutoring Grant Coordinator

Date: November 9, 2015

**Subject: FY16 State Tutoring Program Announcement**

In accordance with § A.R.S. 15-241 (R): Pupils attending a school assigned a letter grade of D or F or a pupil who has failed to pass one or more portions of the Arizona instrument to measure standards test in grades eight through twelve in **order to graduate from high school** may select an alternative tutoring program in academic standards . . .

As ADE awaits a legislative rewrite of § A.R.S. 15-241 (R), an informal opinion from the Attorney General's Office states that students attending a school that demonstrates a below average level of performance are eligible to receive services from the State Tutoring Grant. The following program changes reflect our efforts for continual academic improvement and appropriate fiscal management. The State Tutoring Grant is offered on a first-come first served basis; and a finite amount of funding is available. Please note, when that amount has been encumbered, ADE will not be able to approve more grants. Additional schools can become eligible for the grant in January 2016 once AzMERIT scores are released and a need for academic improvement is established. In order to make any remaining funds available to the schools with below average performance, an analysis of the performance range by ADE must be reviewed by the LEA and State Tutoring Staff to determine the academic need for tutoring. Please contact the State Tutoring office for information on participating in the grant.

Student Eligibility <b>**NEW**</b>	<ul style="list-style-type: none"><li>Students attending a school that demonstrates below average level of performance.</li></ul>
Tutoring Hours/Group Size	<ul style="list-style-type: none"><li>Not to exceed 90 hours for each eligible student per semester</li><li>Maximum <u>group</u> size of (<b>5 students to 1 tutor</b>); a tutor can work with an unlimited <u>total</u> number of students.</li></ul>
Tutoring Dates <b>**NEW**</b>	<b>School Year 15-16 session: November 30, 2015 – April 29, 2016</b>
Tutor Accounts	Once an on-line account is activated, that tutor <u>may not</u> transfer their account to another district, charter, or approved provider during an active round.

Grant Application Deadlines	<p><u>Application Round 1</u>: For schools that demonstrate a below average level of performance, the grant opens <b>November 20, 2015</b> and closes <b>December 18, 2015</b> and must be approved by January 8, 2016.</p> <p><u>Application Round 2</u>: TBA. Information will be provided after January 8, 2016.</p>
Allocations	<p><b>The amount your school/LEA will be allocated will be based on determination of below average status*, prior year's spending, and the needs of the current year's program. It is the intent of the State Tutoring Grant Staff to ensure that all LEAs applying for the grant in a timely manner receive an allocation; however, there is a finite amount of funds and when that amount has been encumbered, ADE will not be able to approve more grants.</b></p>
Hours Transfer <b>*NEW*</b>	<p>Only schools listed in the grant application are permitted to provide tutoring. Only below average schools are being granted an allocation so transferring hours to a non-eligible school is prohibited.</p>
Schools with State Tutoring and On-site outside providers	<p>If a school offers both a State Tutoring Program and permits outside provider(s) tutoring on-site, the parent of a participating student must choose one: the school's program or one of the approved-providers' programs. If a parent is dissatisfied, he/she can change programs. <b>The new tutor must complete another Certificate of Supplemental Instruction</b> (parent-tutor agreement) and notify the on-site program coordinator. The new tutor will register as a secondary tutor in order to enter data into the online system.</p>
Grant Process in a nutshell <b>**New**</b>	<ol style="list-style-type: none"> <li>1) Complete a worksheet and school listing found on the State Tutoring website; <b>these documents need to be attached to your application in GME.</b></li> <li>2) LEA grant applicants need to submit their application to GME via ADEConnect. Ensure the worksheet values match the application values.</li> <li>3) Benefits should state "<b>not to include medical</b>" in the description.</li> <li>4) After approval, ADE will contact the LEA entity coordinator to assign a login and password to tutors for our new State Tutoring website through ADEConnect.</li> <li>5) Tutors log their hours on the State Tutoring application located in ADEConnect and, once the term is over, LEAs must submit a completion report that matches the AP report submitted, in order to get paid/reimbursed.</li> </ol>

\*Once the original list of schools that have been determined eligible for the grant have applied and have been approved, and if there are available funds, then other schools that have determined a need for tutoring based on AzMERIT scores may inquire about an allocation. Please contact State Tutoring Staff **after January 8, 2016** for information on an allocation and applying for the grant.

Example of a grant application for \$7,500\*

Function Code	Object Code	Amount	Description
<b>Instruction 1000</b>			
Salaries	6100	6206.25	<u>Tutor stipends</u> at \$32.75/hr Alpha and Beta schools
Employee Benefits	6200	1293.75	<u>Benefits without medical</u> for tutors (17.25%)

Optional: Coordinator Stipend

<b>Support Services 2100</b>			
Salaries	6100	170.58	<u>Stipend for a state tutoring coordinator</u> (teacher) at Alpha School
Employee Benefits	6200	29.42	<u>Benefits without medical</u> for coordinator at (17.25%)

\*Only salaries and benefits are allowable costs. Transportation, administrative or instructional supplies are not allowed.

#### Tutor Qualifications

- Tutors **must** be highly qualified teachers as defined by ESEA.
- Tutors **must** provide copies of current HQ Attestations that demonstrate they are HQ as defined by ESEA in reading/language arts, mathematics, or special education.
- **When HQ tutors are not available**  
Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor is qualified as an Exception and have transcripts.
  - Tutors for grade 7-12 students in mathematics: (a) 12 credits in mathematics and (b) bachelor's degree or college student.
  - Tutors for grade 7-12 students in English/Language Arts: (a) 12 credits in English/Language Arts and (b) bachelor's degree or college student.
  - Tutors for elementary school K-8 students or older special education students: (a) 12 credits in basic education content courses in English, social studies, mathematics, science and bachelor's degree or (b) enrollees in teacher preparation programs.
  - HQ instructional aide (per Section 1119 of ESEA) employed by a school district or charter school.

### Supplemental Programs – Scheduling Tutoring

- Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, or any **pullouts that do not remove students from core content area classes**. See below for list of classes. **\*NEW\***
- During non-teaching prep time with principal's permission.
- **Programs may not supplant regular instruction.**

Core Content Areas		
American Government	Foreign Language	Physics
Art	General Science	Political Science
Biology	Geography	Reading
Chemistry	Mathematics	Reading Interventions
CTE Classes	Math Interventions	SEI Classroom
Earth Science	Music	Social Studies
Economics	Performing Arts	SPED
English	Physical Science	Visual Arts

### Accountability

- Completed [Certificates of Supplemental Instruction](#) are required as the agreement between the tutor and the parent. Key pieces relate to parental contact, the skill/concept to be studied, and principal/administrator acknowledgement. Please use the document found at our website.
- For accountability purposes, the tutor will indicate online if and how the student showed academic improvement in that skill/concept. Written, oral, or other assessments can be teacher-made, district, or standardized tests determined by the tutor.
- The new State Tutoring fund online system is used by tutors to register students and enter session information. ADE uses this information to calculate actual amounts to reimburse the district/charter holder so that individual tutors can be paid.
- State Board of Education may remove a tutor if his/her students fail to meet the stated level of academic improvement (§A.R.S. 15-241(R)) stated in Certificate of Supplemental Instruction.

### Outside Providers

- Outside approved providers are posted at the ADE website. <http://www.azed.gov/state-tutoring/approved-tutors/>.
- Tutors who register with outside providers cannot simultaneously register and tutor for an LEA (or vice versa).

- The relationship between the school/LEA should be the following:
  - If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers approved under this RFP.
  - If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.

**The parent is responsible for contacting an outside provider.** The Certificate of Supplemental Instruction authorizes the release of a student's records. Schools/LEAs shall not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction. **\*NEW\*** **Parent signature is now required on all CSIs. We will no longer accept staff initials in place of parental permission.**

#### Documentation to Keep

Ensure that documentation is available for monitoring to include the signed Certificates of Supplemental Instruction, attendance records that cover session dates, duration and students present (i.e., sign-in sheets), HQ Attestations, and backup documentation for all tutors related to their qualifications (i.e., transcripts).

#### Resources

The Tutor Verification form, the Certificate of Supplemental Instruction, list of outside providers, and eligible school list can be found at: <http://www.azed.gov/state-tutoring/approved-tutors/>.

If you have any questions, please contact [statetutor@azed.gov](mailto:statetutor@azed.gov).